



TRAINING

UNLEASHING YOUR POTENTIAL



Schedule of Training Courses January – June 2021

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 BBBEE company. All Courses in this schedule where unit standards are identified are accredited with the Services Seta, W&R Seta, ETDP Seta, Cathseta or Transport Seta

Both classroom and online training options available

Group discounts available on request
We need a minimum of 5 delegates for a public course to proceed



For your online bookings, visit our website www.imsimbi.co.za

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June
Advanced Monitoring & Evaluation	252024 L5 credits 4 252034 L5 credits 8 252032 L5 credits 8	Online		1-5		19-23		28-2
		Jhb		1-5		19-23		28-2
		CT		1-5		19-23		28-2
		Dbn Online		1-5		19-23		28-2
Advanced Project Management Incl. MS Projects	252024 L5 credits 4 252022 L5 credits 8	Online	25-29		15-19		24-28	
		Jhb	25-29		15-19		24-28	
		CT	25-29		15-19		24-28	
		Dbn Online	25-29		15-19		24-28	
Advanced Report Writing	110023 L4 credits 5	Online		9-12		6-9		1-4
		Jhb		9-12		6-9		1-4
		CT		9-12		6-9		1-4
		Dbn Online		9-12		6-9		1-4
Anger Management	252031 L5 credits 4	Online	28-29		8-9			24-25
		Jhb	28-29		8-9			24-25
		CT	28-29		8-9			24-25
		Dbn Online	28-29		8-9			24-25
Assertiveness	252027 L5 credits 6	Online		18-19		29-30		14-15
		Jhb		18-19		29-30		14-15
		CT		18-19		29-30		14-15
		Dbn Online		18-19		29-30		14-15
Assessor Training	115753 L5 credits 15	Online	19-22		23-26		17-20	
		Jhb	19-22		23-26		17-20	
		CT	19-22		23-26		17-20	
		Dbn Online	19-22		23-26		17-20	
Best Practice in Quality Management	252024 L5 credits 4	Inhouse – Available on request						

All prices exclude VAT

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June
Business Administration Services FETC 12 Month Programme Modules 1-6 Learnership	61595 (L.P. 35928) L4 credits 140	Online		Module 1 16-19			Module 1 18-21	
		Jhb		Module 1 16-19			Module 1 18-21	
		CT		Module 1 16-19			Module 1 18-21	
Business Etiquette & Professional Conduct in the Workplace	7790 L3 credits 3 110021 L4 credits 6	Online		22-24			3-5	
		Jhb		22-24			3-5	
		CT		22-24			3-5	
		Dbn Online		22-24			3-5	
Call Centre & Customer Service	7790 L3 credits 3	Online		1		28		7
		Jhb		1		28		7
		CT		1		28		7
		Dbn Online		1		28		7
Change Management	252021 L5 credits 8							
Conflict Management	114226 L5 credits 8	Online		15-16		12-13		7-8
		Jhb		15-16		12-13		7-8
		CT		15-16		12-13		7-8
		Dbn Online		15-16		12-13		7-8
Conflict Management and Negotiation Skills	114226 L5 credits 8	Online		15-17		12-14		7-9
		Jhb		15-17		12-14		7-9
		CT		15-17		12-14		7-9
		Dbn Online		15-17		12-14		7-9
Corporate Governance	252042 L5 credits 5							
Customer Service Excellence for Managers ISO aligned	10052 L5 credits 6							

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June
Data & Records Management	110009 L4 credits 4	Online	28-29		25-26			17-18
		Jhb	28-29		25-26			17-18
		CT	28-29		25-26			17-18
		Dbn Online	28-29		25-26			17-18
Diversity Management	252043 L5 credits 6	Online		25-26		22-23		17-18
		Jhb		25-26		22-23		17-18
		CT		25-26		22-23		17-18
		Dbn Online		25-26		22-23		17-18
Effective Business Writing Skills	12153 L4 credits 5 12155 L4 credits 5	Online	25-27		1-3		26-28	
		Jhb	25-27		1-3		26-28	
		CT	25-27		1-3		26-28	
		Dbn Online	25-27		1-3		26-28	
Effective Disciplinary Hearings	11286 L5 credits 8 10985 L6 credits 5	Online		10-12		7-9		7-9
		Jhb		10-12		7-9		7-9
		CT		10-12		7-9		7-9
		Dbn Online		10-12		7-9		7-9
Effective Disciplinary Hearings for Chairpersons	10985 L6 credits 5	Inhouse- Available on request						
Effective Disciplinary Hearings for Initiators	11286 L5 credits 8	Inhouse – Available on request						
Effective Disciplinary Hearings for Shop Stewards	11286 L5 credits 8	Inhouse- Available on request						
Effective Sales	10047 L5 credits 5	Online	25-26		4-5		27-28	
		Jhb	25-26		4-5		27-28	
		CT	25-26		4-5		27-28	
		Dbn Online	25-26		4-5		27-28	

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June
Emotional Intelligence & Personal Mastery	252031 L5 credits 4	Online	20-22	17-19	10-12	14-16	19-21	21-23
		Jhb	20-22	17-19	10-12	14-16	19-21	21-23
		CT	20-22	17-19	10-12	14-16	19-21	21-23
		Dbn Online	20-22	17-19	10-12	14-16	19-21	21-23
Emotional Intelligence for Leaders	252031 L5 credits 4	Online		22-23		22-23		21-22
		Jhb		22-23		22-23		21-22
		CT		22-23		22-23		21-22
		Dbn Online		22-23		22-23		21-22
Emotional Intelligence & Team Building	252031 L5 credits 4							
Employment Equity Committee Training		Online		18-19		29-30		10-11
		Jhb		18-19		29-30		10-11
		CT		18-19		29-30		10-11
		Dbn Online		18-19		29-30		10-11
Facilitation Skills	117871 L5 Credits10	Online		10-12		28-30		9-11
		Jhb		10-12		28-30		9-11
		CT		10-12		28-30		9-11
		Dbn Online		10-12		28-30		9-11
Finance For Non-Financial Managers	242810 L4 credits 6 114738 L4 credits 6	Online		17-19	15-17		5-7	9-11
		Jhb		17-19	15-17		5-7	9-11
		CT		17-19	15-17		5-7	9-11
		Dbn Online		17-19	15-17		5-7	9-11
Frontline Customer Service	242829 L4 credits 5	Online	18		26		17	
		Jhb	18		26		17	
		CT	18		26		17	
		Dbn Online	18		26		17	

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June
HIV AIDS Awareness (Half Day)		Inhouse-Available on request						
HIV AIDS Peer Educator & Workplace Management	8555 L4 credits 4	Online	25-28		1-4		3-6	
		Jhb	25-28		1-4		3-6	
		CT	25-28		1-4		3-6	
		Dbn Online	25-28		1-4		3-6	
HIV/AIDS Peer Educator	8555 L4 credits 4	Inhouse-Available on request						
HIV/AIDS Workplace Management	252033 L5 credits 8	Inhouse-Available on request						
Human Resources Management and Labour Relations	12140 L5 credits 9 252034 L5 credits 8 114274 L5 credits 8 10985 L6 credits 5	Online		1-5		12-16	10-14	28-2
		Jhb		1-5		12-16	10-14	28-2
		CT		1-5		12-16	10-14	28-2
		Dbn Online		1-5		12-16	10-14	28-2
Implementing Internships, Learnerships and employee tax incentives		Online	29		29		28	
		Jhb	29		29		28	
		CT	29		29		28	
		Dbn Online	29		29		28	
Interpersonal Skills	252027 L5 credits 6	Online		22		9		17
		Jhb		22		9		17
		CT		22		9		17
		Dbn Online		22		9		17
Innovation & Creative Thinking	252020 L5 credits 6	Online		18-19		12-13		14-15
		Jhb		18-19		12-13		14-15
		CT		18-19		12-13		14-15
		Dbn Online		18-19		12-13		14-15
Labour Relations & Effective Discipline	10985 L6 credits 5 114274 L5 credits 8	Online		3-5		14-16	12-14	30-2
		Jhb		3-5		14-16	12-14	30-2
		CT		3-5		14-16	12-14	30-2
		Dbn Online		3-5		14-16	12-14	30-2

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June
Management and Leadership	120300 L5 credits 8 15224 L5 credits 4	Online	27-29		17-19		19-21	23-25
		Jhb	27-29		17-19		19-21	23-25
		CT	27-29		17-19		19-21	23-25
		Dbn Online	27-29		17-19		19-21	23-25
Managing Poor Performance and Medical Incapacity	252034 L5 credits 8	Inhouse- Available on request						
Meeting & Minute Management	242816 L4 credits 5	Online		8-9		12-13		17-18
		Jhb		8-9		12-13		17-18
		CT		8-9		12-13		17-18
		Dbn Online		8-9		12-13		17-18
Mentoring and Coaching	252035 L5 credits 8	Online		18-19		15-16	10-11	21-22
		Jhb		18-19		15-16	10-11	21-22
		CT		18-19		15-16	10-11	21-22
		Dbn Online		18-19		15-16	10-11	21-22
Microsoft Office Excel 2016 Basic		Online		8	31		3	2
		Jhb		8	31		3	2
Microsoft Office Excel 2016 Intermediate		Online		15		12	10	15
		Jhb		15		12	10	15
Microsoft Office Excel 2016 Advanced		Online			1	19	17	22
		Jhb			1	19	17	22
Microsoft Office Excel 2016 A-Z		Online		8+15; 9 March		31 March; 12+19	3+10+17	2+15+22
		Jhb		8+15; 9 March		31 March; 12+19	3+10+17	2+15+22
Microsoft Office PowerPoint 2016 Basic		Online		10		7	5	23
		Jhb		10		7	5	23
Microsoft Office PowerPoint 2016 Advanced		Online		17		14	12	28
		Jhb		17		14	12	28

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Microsoft Office PowerPoint A-Z		Online		10+17 Feb		7+14	5+12	23+28
		Jhb		10+17 Feb		7+14	5+12	23+28
Microsoft Office Outlook Basics 2016		Online		24		14	17	
		Jhb		24		14	17	
Microsoft Office Outlook Advanced 2016		Online			3	21	26	
		Jhb			3	21	26	
Microsoft Office Outlook A-Z		Online		24 +3 March		14+21	17+26	
		Jhb		24 +3 March		14+21	17+26	
Microsoft Office Word 2016 Basic		Online		9		6	4	1
		Jhb		9		6	4	1
Microsoft Office Word 2016 Intermediate		Online		16		13	11	14
		Jhb		16		13	11	14
Microsoft Office Word 2016 Advanced		Online			2	20	18	21
		Jhb			2	20	18	21
Microsoft Office Word A-Z		Online		9+16+2 March		6+13+20	4+11+18	1+14+21
		Jhb		9+16+2 March		6+13+20	4+11+18	1+14+21
Moderator Training	115759 L6 credits 10	Online		23-26		6-9		21-24
		Jhb		23-26		6-9		21-24
		CT		23-26		6-9		21-24
		Dbn Online		23-26		6-9		21-24
Monitoring and Evaluation	252034 L5 credits 8 252032 L5 credits 8	Online	25-27		3-5		24-26	
		Jhb	25-27		3-5		24-26	
		CT	25-27		3-5		24-26	
		Dbn Online	25-27		3-5		24-26	

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June
National Certificate in General Management NQF Level 4 Modules 1-6 Learnership	SAQA I.D. 57712 NQF L4 150 credits (23 Days)	Online			Module 1 15-19			Module 1 21-25
		Jhb			Module 1 15-19			Module 1 21-25
		CT			Module 1 15-19			Module 1 21-25
National Certificate in General Management NQF Level 5 Modules 1-6 Learnership	NQF L5 Qual. No. 59201 Programme no. 60269 164 credits (26 Days)	Online		Module 1 1-5			Module 1 24-28	
		Jhb		Module 1 1-5			Module 1 24-28	
		CT		Module1 1-5			Module 1 24-28	
Negotiation Skills	117853 L5 credits 8	Online		1-2		6-7	6-7	7-8
		Jhb		1-2		6-7	6-7	7-8
		CT		1-2		6-7	6-7	7-8
		Dbn Online		1-2		6-7	6-7	7-8
Negotiation Skills for Wage Negotiators	117853 L5 credits 8	Inhouse – Available on request						
Office Management	110009 L4 credits 4	Online	21-22		1-2		3-4	24-25
		Jhb	21-22		1-2		3-4	24-25
		CT	21-22		1-2		3-4	24-25
		Dbn Online	21-22		1-2		3-4	24-25
Operations Management	252032 L5 credits 8	Online		1-2		6-7		3-4
		Jhb		1-2		6-7		3-4
		CT		1-2		6-7		3-4
		Dbn Online		1-2		6-7		3-4
Performance Management	252034 L5 credits 8	Online		8-9		12-13		3-4
		Jhb		8-9		12-13		3-4
		CT		8-9		12-13		3-4
		Dbn Online		8-9		12-13		3-4

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June
Personal Assistant	13929 L3 credits 3 12153 L4 credits 5	Online	25-27		30-1		31-2	
		Jhb	25-27		30-1		31-2	
		CT	25-27		30-1		31-2	
		Dbn Online	25-27		30-1		31-2	
Personal Finance		Inhouse- Available on request						
Personal Mastery	252031 L5 credits 4	Inhouse- Available on request						
Presentation and Communication Skills	8647 L5 credits 10	Online	21-22		8-9		17-18	
		Jhb	21-22		8-9		17-18	
		CT	21-22		8-9		17-18	
		Dbn Online	21-22		8-9		17-18	
Problem Solving & Decision Making	242817 L4 credits 8	Online		22-23		19-20		7-8
		Jhb		22-23		19-20		7-8
		CT		22-23		19-20		7-8
		Dbn Online		22-23		19-20		7-8
Project Management	120372 L4 credits 5 120379 L4 credits 8	Online	20-22	15-17	10-12	19-21	19-21	23-25
		Jhb	20-22	15-17	10-12	19-21	19-21	23-25
		CT	20-22	15-17	10-12	19-21	19-21	23-25
		Dbn Online	20-22	15-17	10-12	19-21	19-21	23-25
National Certificate in Project Management L5 Learnership	NQF L5 Qual. No. 58395 120 credits (25 Days)	Online		Module 1 15-19			Module 1 3-7	
		Jhb		Module 1 15-19			Module 1 3-7	
		CT		Module 1 15-19			Module 1 3-7	
Public Finance Management	242810 L4 credits 6 114738 L4 credits 6	Online		3-5		28-30		9-11
		Jhb		3-5		28-30		9-11
		CT		3-5		28-30		9-11
		Dbn Online		3-5		28-30		9-11

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June
Quality & Customer Service	10052 L5 credits 6	Online	18-19		23-24		3-4	
		Jhb	18-19		23-24		3-4	
		CT	18-19		23-24		3-4	
		Dbn Online	18-19		23-24		3-4	
Reception & Telephone Etiquette	13928 L3 credits 4	Online		25-26		29-30		14-15
		Jhb		25-26		29-30		14-15
		CT		25-26		29-30		14-15
		Dbn Online		25-26		29-30		14-15
Recruitment and Selection	12140 L5 credits 9	Online	18-19		11-12		24-25	
		Jhb	18-19		11-12		24-25	
		CT	18-19		11-12		24-25	
		Dbn Online	18-19		11-12		24-25	
Report Writing	110023 L4 credits 6 12153 L4 credits 5	Online	25-27		10-12		31-2	
		Jhb	25-27		10-12		31-2	
		CT	25-27		10-12		31-2	
		Dbn Online	25-27		10-12		31-2	
Research Methodology & Report Writing	110023 L4 credits 6 12153 L4 credits 5	Online		3-5			31-2	
		Jhb		3-5			31-2	
		CT		3-5			31-2	
Risk Management	252025 L5 credits 8	Online		8-9		8-9		3-4
		Jhb		8-9		8-9		3-4
		CT		8-9		8-9		3-4
		Dbn Online		8-9		8-9		3-4
Sexual Harassment in the workplace		Inhouse- Available on request						
Skills Development Committee Training		Inhouse- Available on request						

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June
Skills Development & Training Management	252029 L5 credits 8	Online	28-29		15-16		10-11	28-29
		Jhb	28-29		15-16		10-11	28-29
		CT	28-29		15-16		10-11	28-29
		Dbn Online	28-29		15-16		10-11	28-29
Stock Management	13945 L4 credits 2	Online	28		5		27	
		Jhb	28		5		27	
		CT	28		5		27	
		Dbn Online	28		5		27	
Strategic Planning and Change Management	15219 L5 credits 4 252021 L5 credits 8	Online	18-21		8-11		24-26	
		Jhb	18-21		8-11		24-26	
		CT	18-21		8-11		24-26	
		Dbn Online	18-21		8-11		24-26	
Stress Management	15096 L5 credits 5	Online		8		8		18
		Jhb		8		8		18
		CT		8		8		18
		Dbn Online		8		8		18
Supervisory Management	14667 L4 credits 10	Online	20-22	24-26	23-25	14-16	17-19	21-23
		Jhb	20-22	24-26	23-25	14-16	17-19	21-23
		CT	20-22	24-26	23-25	14-16	17-19	21-23
		Dbn Online	20-22	24-26	23-25	14-16	17-19	21-23
Supply Chain Management	336712 L6 credits 6 336713 NQF L5 credits 10	Online		8-12		19-23		28-2
		Jhb		8-12		19-23		28-2
		CT		8-12		19-23		28-2
		Dbn Online		8-12		19-23		28-2

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June
National Certificate in Supply Chain Management: L5 Learnership	SAQA ID 74149 NQF L5 Credits 150 (25 Days)	Online		Module 1 1-5				Module 1 7-11
		Jhb		Module 1 1-5				Module 1 7-11
		CT		Module 1 1-5				Module 1 7-11
Team Building	252037 L5 credits 6	Online		19		9		28
		Jhb		19		9		28
		CT		19		9		28
		Dbn Online		19		9		28
Team Leader	242811 L4 credits 5	Online		10-12	29-31		5-7	
		Jhb		10-12	29-31		5-7	
		CT		10-12	29-31		5-7	
		Dbn Online		10-12	29-31		5-7	
Technical Report Writing	12153 L4 credits 5 110023 L4 credits 6	Online	18-20		29-31			9-11
		Jhb	18-20		29-31			9-11
		CT	18-20		29-31			9-11
Telephone Etiquette	7790 L3 credits 3	Online		22		21		8
		Jhb		22		21		8
		CT		22		21		8
		Dbn Online		22		21		8
Time Management	15234 L5 credits 4	Online	18-19		15-16		20-21	14-15
		Jhb	18-19		15-16		20-21	14-15
		CT	18-19		15-16		20-21	14-15
		Dbn Online	18-19		15-16		20-21	14-15
National Certificate: Wholesale and Retail Operations Supervision L4 Learnership	SAQA ID 49397 NQF L4 Credits 120 (22 Days)	Online		Module 1 23-26				Module 1 4-7
		JHB		Module 1 23-26				Module 1 4-7
		CT		Module 1 23-26				Module 1 4-7
Women in Management	15224 L5 credits 4							

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ONLINE LEARNING:

Course Duration: 7 hours on zoom or ms teams per day

1. All learning material and assessment material online
2. Complete the workbook assessment online
3. Participate in a live zoom class tutorial with experienced facilitators
4. Enjoy 7 hours of class interaction with the facilitator per day
5. Successfully submit Seta assignment and receive your accredited certificate
6. All e-learning courses are accredited by the Setas!

COURSE FEES INCLUDE:

- Course facilitation by subject matter experts
- Corporate venue, two morning teas, lunches, and refreshments
- Fully accredited courses, with assessment of POE's, and issuing of Seta certificates
 - Attendance certificates for all delegates
 - Pens/attendance register/evaluation forms
 - 8 gig USB with templates and course resources
 - Contact the coach for assistance with POE's
 - Pre and post assessments on request
- If any of the above dates don't fit your diary, please let us know so that we can give you future dates.
 - Discounted in-house prices and course profiles will be forwarded on request.
 - In-house training can be arranged
 - Nationwide for 6 learners and more.
 - We are happy to advise that we can customise our course content to suit your requirements for any suitable number of days.
 - Discounts will be given for group bookings for in-house and public courses.
 - Prices may be subject to an adjustment during the course of 2021.

National Certificate in General Management NQF Level 5

This course is accredited by the Services Seta and material covers SAQA ID 59201/60269 – NQF - L5 164 Credits

**This FETC programme can be offered as a 12-month learnership programme with
26 days of in-class attendance: Cost: R33,000 ex vat (Classroom Training); R28,500 ex vat online**

Employers placing their employees on the learnership programme are eligible to receive a R22,400.00 tax rebate from SARS.

Module	Johannesburg		Cape Town	
Module 1: Professional Team Development	1-5 February 2021 (Group 1) 24-28 May 2021 (Group 2)		1-5 February 2021 (Group 1) 24-28 May 2021 (Group 2)	
Module 2: Professional Management & Leadership	19 - 23 April 2021 (Group 1) 12-15 July 2021 (Group 2)		19-23 April 2021 (Group 1) 12-15 July 2021 (Group 2)	
Module 3: Professional Conflict & Change Management	28 June - 2 July 2021 (Group 1) 6-10 September 2021 (Group 2)		28 June -2 July 2021 (Group 1) 6-10 September 2021 (Group 2)	
Module 4: Professional Human Resource Management	11-13 August 2021 (Group 1) 1-3 November 2021 (Group 2)		11-13 August 2021 (Group 1) 1-3 November 2021 (Group 2)	
Module 5: Financial Management for Professionals	30 August – 3 September 2021 (Group 1) 24-28 January 2022 (Group 2)		30 August - 3 September 2021 (Group 1) 24-28 January 2022 (Group 2)	
Module 6: Professional Results-based Management – Planning, Monitoring and Evaluation	29 November - 2 December 2021 (Group 1) 07-10 March 2022 (Group 2)		29 November - 2 December 2021 (Group 1) 07-10 March 2022 (Group 2)	

National Certificate in General Management NQF Level 4

This course is accredited by the Services Seta and material covers SAQA ID 57712 at NQF Level 4 worth 150 credits

**This FETC programme can be offered as a 12-month learnership programme with 20 days of in-class attendance for learners with at least matric. Learners without matric will additionally do Module 5.
Cost: R26, 000 ex vat classroom training; R23,000 ex vat online training**

Employers placing their employees on this learnership programme are eligible to receive a R22,400.00 tax rebate from SARS for each learner.

Module	Johannesburg		Cape Town	
Module 1: Team Management	15-19 March 2021 21-25 June 2021	(Group 1) (Group 2)	15-19 March 2021 21-25 June 2021	(Group 1) (Group 2)
Module 2: Communication	10-14 May 2021 4-8 August 2021	(Group 1) (Group 2)	10-14 May 2021 4-8 August 2021	(Group 1) (Group 2)
Module 3: Maths Literacy	12-16 July 2021 11-15 October 2021	(Group 1) (Group 2)	12-16 July 2021 11-15 October 2021	(Group 1) (Group 2)
Module 4: Managing Time & Performance	27 September – 1 October 2021 24-28 January 2022	(Group 1) (Group 2)	27 September – 1 October 2021 24-28 January 2022	(Group 1) (Group 2)
Module 5: Second Language Communication (Compulsory at an extra fee for learners without matric)				

Business Administration Services NQF Level 4

Further Education and Training Certificate (FETC) - Learnership

SAQA ID 61595 (L.P. 35928) NQF L4 worth 140 Credits.

This FETC programme can be offered as a 12-month learnership programme with 20 days of in-class attendance. Cost: R25,000 ex vat classroom training; R22,000 ex vat online training

Employers placing their employees on this learnership programme are eligible to receive a R22,400.00 tax rebate from SARS for each learner.

Module	Johannesburg		Cape Town	
Module 1: Work & Career Orientation	16-19 February 2021 18-21 May 2021	(Group 1) (Group 2)	16-19 February 2021 18-21 May 2021	(Group 1) (Group 2)
Module 2: Bus Comm & Bus Writing	20-23 April 2021 6-9 July 2021	(Group 1) (Group 2)	20-23 April 2021 6-9 July 2021	(Group 1) (Group 2)
Module 3: Maths Literacy	2-4 June 2021 1 - 3 September 2021	(Group 1) (Group 2)	2-4 June 2021 1-3 September 2021	(Group 1) (Group 2)
Module 4: Administration	11-13 August 2021 15-17 November 2021	(Group 1) (Group 2)	11-13 August 2021 15-17 November 2021	(Group 1) (Group 2)
Module 5: Finance for Office Administrators	20-22 October 2021 19-21 January 2022	(Group 1) (Group 2)	20-22 October 2021 19-21 January 2022	(Group 1) (Group 2)
Module 6: Customer Care	29 November - 1 December 2021 09-11 March 2022	(Group 1) (Group 2)	29 November - 1 December 2021 09-11 March 2022	(Group 1) (Group 2)

All prices exclude VAT

National Certificate: Project Management NQF Level 5

This course is accredited by the Services Seta and material covers SAQA ID: 58395 – 120 credits - 25 DAYS

Can be offered as a 12-month learnership programme with 23 days of in-class attendance.

Cost: R28, 500 ex vat classroom training; R27,000 ex vat online training

Employers placing their employees on this learnership programme are eligible to receive a R22,400.00 tax rebate from SARS for each learner.

Module	Johannesburg		Cape Town	
Module 1: Manage Project Communications	15-19 February 2021 03-07 May 2021	(Group 1) (Group 2)	15-19 February 2021 03-07 May 2021	(Group 1) (Group 2)
Module 2: Manage Project Scope and Time	15-19 March 2021 19-23 July 2021	(Group 1) (Group 2)	15-19 March 2021 19-23 July 2021	(Group 1) (Group 2)
Module 3: Manage Project Finances	28 June – 2 July 2021 27 September – 1 October 2021	(Group 1) (Group 2)	28 June – 2 July 2021 27 September – 1 October 2021	(Group 1) (Group 2)
Module 4: Manage Application of project Integrative Processes	02-05 August 2021 08-11 November 2021	(Group 1) (Group 2)	02-05 August 2021 08-11 November 2021	(Group 1) (Group 2)
Module 5: Monitor, Control execution and project closure management	11-14 October 2021 14-17 February 2022	(Group 1) (Group 2)	11-14 October 2021 14-17 February 2022	(Group 1) (Group 2)

National Certificate: Wholesale and Retail Operations Supervision NQF L4

This course is accredited by the Wholesale and Retail Seta and material covers SAQA ID 49397 at NQF Level 4 worth 120 credits

Can be offered as a 12-month learnership programme with 20 days of in-class attendance.

Cost: R25, 000 ex vat classroom training; R24,000 ex vat online training.

Employers placing their employees on this learnership programme are eligible to receive a R22,400.00 tax rebate from SARS for each learner.

Module	Johannesburg		Cape Town	
Module 1: Team Building	23-26 February 2021 04 – 07 May 2021	(Group 1) (Group 2)	23-26 February 2021 04 – 07 May 2021	(Group 1) (Group 2)
Module 2: Business Communication	13-16 April 2021 27-30 July 2021	(Group 1) (Group 2)	13-16 April 2021 27-30 July 2021	(Group 1) (Group 2)
Module 3: Mathematics in Business	22-25 June 2021 20-23 September 2021	(Group 1) (Group 2)	22-25 June 2021 20-23 September 2021	(Group 1) (Group 2)
Module 4: Customer & Sales Management	10-13 August 2021 16-19 November 2021	(Group 1) (Group 2)	10-13 August 2021 16-19 November 2021	(Group 1) (Group 2)
Module 5: Operational Management	19-22 October 2021 20-23 January 2022	(Group 1) (Group 2)	19-22 October 2021 20-23 January 2022	(Group 1) (Group 2)

National Certificate: Supply Chain Management NQF L5

25 in-class days: Cost: R28, 500 ex vat classroom training; R27,000 online training

**This course is accredited by the Transport Seta and material covers SAQA ID 74149 at NQF LEVEL 5 worth 150 Credits
Can be offered as a learnership. Employers are eligible to receive a R22,400.00 tax rebate from SARS for each learner on a learnership.**

Module	Johannesburg		Cape Town	
Module 1: Professional Values & Ethics	01-05 February 2021 07-11 June 2021	(Group 1) (Group 2)	01-05 February 2021 07-11 June 2021	(Group 1) (Group 2)
Module 2: Understanding Supply Chain Management	19-23 April 2021 05-09 July 2021	(Group 1) (Group 2)	19-23 April 2021 05-09 July 2021	(Group 1) (Group 2)
Module 3: Information & Risk Management	31 May - 4 June 2021 30 August - 3 September 2021	(Group 1) (Group 2)	31 May- June 2021 30 August - 3 September 2021	(Group 1) (Group 2)
Module 4: Supply Chain Operations	23-27 August 2021 22-26 November 2021	(Group 1) (Group 2)	23-27 August 2021 22-26 November 2021	(Group 1) (Group 2)
Module 5: Materials/Logistics Management	04-08 October 2021 14-18 February 2022	(Group 1) (Group 2)	04-08 October 2021 14-18 February 2022	(Group 1) (Group 2)

National Certificate in Fast Food Services NQF L3

26 in-class days: Cost: R25, 000 ex vat

**This course is to be accredited by the Cathsseta and material covers SAQA ID 14115 at NQF Level 3 worth 133 credits
Can be offered as a learnership. Employers are eligible to receive a R22,400.00 tax rebate from SARS for each learner on a learnership.**

Module	Johannesburg	Cape Town
Module 1: Fundamentals of the Hospitality Industry (4 Days)	dates to be confirmed	dates to be confirmed
Module 2: Management of Stock (2 Days)		
Module 3: Food Production (5 Days)		
Module 4: Food Service (2 Days)		
Module 5: Financial Administration (2 Days)		
Module 6: Service Excellence (2 Days)		
Module 7: Communication & Personal Development (3 Days)		
Module 8: Basic Computer Skills (2 Days)		
Module 9: First Aid (2 Days)		
Final Practical Summative Assessments (2 Days)		

National Certificate in Food & Beverage Services NQF L4

24 in-class days: Cost: R25, 000 ex vat

**This course is to be accredited by the Cathsseta and material covers SAQA ID 14113 at NQF Level 4 worth 138 credits
Can be offered as a learnership. Employers are eligible to receive a R22,400.00 tax rebate from SARS for each learner on a learnership.**

Module	Johannesburg	Cape Town
Module 1: Fundamentals of the Hospitality Industry (3 Days)	dates to be confirmed	dates to be confirmed
Module 2: Communication and Customer Service (3 Days)		
Module 3: Safety in Food & Beverage Service (3 Days)		
Module 4: Food & Beverage Service (5 Days)		
Module 5: Process Payments & Stock Management (3 Days)		
Module 6: Personal Development (3 Days)		
Module 7: Basic First Aid (2 Days)		
Final Practical Summative Assessment (2 Days)		

Terms & Conditions:

1. Fees:

- All fees are current at the time of going to print; however, we reserve the right to change them.

2. Additional Delegate Rates:

- Additional delegate rates apply when bookings are made at the same time on the same course, see special rates, group rates and early bird specials for more information.

3. Confirmation Instructions:

- On our receipt of this returned and completed booking form we will issue a confirmation letter detailing your participation in the training event. This includes a location map with directions and venue details and starting times.
- Thereafter once an invoice and confirmation letter has been sent to you, the booking has been confirmed and the payment is due.

4. Attendance:

- Please note that no learner will be permitted to attend any training course without proof of payment or an order no.

5. Delegate Substitution:

- Substitutes can be made at any time without incurring a penalty. Please inform us in writing so we can make the necessary arrangements for the new learner.

6. Payment:

- Payment can be made by cheque or by electronic transfer, and must be received 7 working days from the date of the invoice.
- Please quote the reference number from your invoice so that payments can be tracked.

7. Cancellation:

- **All cancellations must be done in writing and emailed directly to Imsimbi Training**
- Inform us immediately if you have to re-schedule or cancel the booking so that we can inform the caterers and conference venue. Else this will be for your account.
- The following charges apply if you cancel:
 - 11 - 28+ working days before a course = 15% of the course fee
 - 6 – 10 working days before a course = 20% of the course fee
 - 4 – 6 working days before a course= 30% of the course fee
 - 1-3 working days before a course = 50% of the course fee
 - No show on the day of the course = 100% of the course fee

8. Special Meals: Please note that we do provide halaal friendly meals on request..

9. Public Course Running

All Imsimbi public courses will **ONLY** go ahead if we have **at least 5 (five) delegates confirmed**. Imsimbi reserves the right to postpone courses below five delegates to a future date. Venues given are only tentative hence they depend on availability. As a result, Imsimbi reserves the right to change venues. Please confirm with our consultant before booking your flights and accommodation.

10. Transfers & Postponements:

- The transfer option only applies to delegates who are transferring to a different date for the same course.
 - Transfers can only be made up to 4 working days prior to the course, after which point the registration is considered to be a cancellation or alternatively a replacement/s should be sent.
11. Once you have booked with us legal obligations arise and your right to refund of monies charged to you or paid in any other way agreed by us, are limited by our terms & conditions. You must not make any booking unless you understand and agree to all our terms and conditions. Once a booking is made, it is deemed that you have read and understood the terms and conditions for such a booking. If you have any queries, please contact us before making any booking for any course. Once a booking is made for the course, it is deemed that you have read and understood the terms and conditions for such a booking.
12. Refunds should be requested in writing to our sales consultant. All refunds should be accompanied by a signed and stamped bank letter or cancelled cheque from the account the payment was made from. Refunds will only be made back into the same account the payment was made from and any other arrangements should be accompanied by an authorisation letter from the Finance Manager or higher authority on a signed and stamped letterhead. All qualifying refunds will be processed 14 working days from the date the payment reflects in our account.